



UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542-5001

BO 12715.1B
BCPD
5 NOV 1992

BASE ORDER 12715.1B

From: Commanding General
To: Distribution List

Subj: CLEARANCE REQUIREMENTS OF CIVIL SERVICE EMPLOYEES PRIOR TO
SEPARATION FOR ANY REASON

Encl: (1) Clearance Procedures

1. Purpose. To establish clearance procedures, which are provided in the enclosure, for civil service employees being separated for any reason; and to ensure that employees account for all government property assigned to their custody, arrange for final pay, and receive proper instruction concerning benefits available to them prior to the effective date of separation.

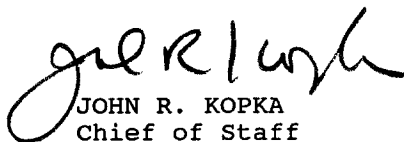
2. Cancellation. BO 12715.1A.

3. Information. Additional information or assistance in any aspect of this Order may be obtained by contacting the Employment Branch, Civilian Personnel Division, extension 2763.

4. Action. Organizational commanders, heads of staff sections, and department heads will ensure all supervisors are thoroughly familiar with the contents of this Order and that it is made available to employees upon request.

5. Summary of Revision. This Order has been updated to change the responsibility for processing employee clearances from the Employee Relations Branch to the Employment Branch of the Civilian Personnel Division; to include provisions for those employees who are not able to process out through normal check-out procedures; to discontinue chest x-rays as part of the check-out procedure; and to assign to the Civilian Personnel Division the responsibility of advising the activity concerned of the day an employee is to retire.

6. Concurrence. This Order has been coordinated with and concurred in by the Commanding Officer, Marine Corps Air Station, New River.


JOHN R. KOPKA
Chief of Staff

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CLEARANCE PROCEDURES

1. Leave at Time of Separation. Normally, extended periods of annual leave and leave without pay will not be granted when it is known in advance that an employee is to be separated. Exceptions may be made for employees under notice of reduction in force; to provide time for settling personal affairs to employees entering military service; to permit career or career-conditional employees to seek and/or continue Federal employment; and pending approval of disability retirement or compensation.

2. Check-out Date. The check-out date for all types of separations shall be the last day of work. The last day of work will normally be the effective date of separation except where leave has been granted under one of the exceptions in paragraph 1. The Civilian Personnel Division will advise the activity concerned of the day an employee is to retire.

3. Responsibility for Clearance when Employee is Available

a. The organizational commander, head of staff section, or department head (or designated representative) is responsible for initiating a civilian employee clearance checklist (MCBCL 12715) to permit a separating employee to receive an audiogram, if desired, prior to the last day of work (no less than ten days prior to the last day of work); and to clear all property, take employee bi-weekly time and labor cards to the Accounting Division (Civilian Payroll), turn in the civilian identification card and vehicle decal, and arrive at the Civilian Personnel Division (with all items noted above signed off on the checklist) between 1430 and 1600 on employee's last day of work. The employee's supervisor should provide the employee with the checklist on the day the employee receives the audiogram, if elected. Upon completion of the audiogram, the checklist may be returned to the supervisor pending the employee's last day of work. The supervisor is responsible for ensuring the employee is authorized to have an audiogram prior to leaving employment. The supervisor shall certify on the checklist that all government property charged to the employee has been turned in, recovered, or the shortage reported to the Provost Marshal.

b. Employees who are members of the Marine Corps Federal Credit Union should be advised to contact that office during business hours prior to checking out.

c. Employees who have utilized the services of the Base library or libraries of other commands should be advised to contact the library during business hours prior to checking out to inform the librarian of their separation from employment.

4. Responsibility for Clearance when Employee is not Available

a. When an employee being separated for any reason is not available for clearance, the organizational commander, head of staff section, or department head, as appropriate, of the section to which the employee is assigned will endeavor to recover all government property signed out to the employee, reporting any shortages to the Provost Marshal. The time and labor cards are to be completed and forwarded to the Accounting Division (Civilian Payroll). A clearance checklist will be initiated and forwarded to the Civilian Personnel Division for final action and filing. The Employment Branch will advise the employee to return the civilian identification card and vehicle decal and any other government property in the employee's possession. If an employee fails to complete requirements within ten workdays after separation, the Employment Branch will notify the Provost Marshal by memorandum.

b. Those employees who are not able to process out through normal check-out procedures will receive applicable separation forms through the mail,

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accompanied by form MCBCL 12715/2. This form will be forwarded to the employee once the Employment Branch, Civilian Personnel Division has received the civilian employee clearance checklist from the supervisor. In these instances, the supervisor should complete as much information as possible on the checklist, especially the employee's forwarding address. Form MCBCL 12715/2 is sponsored and stocked by form number at the Employment Branch, Civilian Personnel Division.

5. Resignation. Resignations will normally be submitted in the space provided on the Standard Form 52 (SF-52) but may be accepted in letter form and attached to the SF-52. Reasons for an employee's resignation should be obtained whenever possible. The organizational commander, head of staff, or department head, as appropriate, of the section concerned will ensure completion of the front of the SF-52.

a. Agency's Reason(s). The operating office will not enter additional or modified reasons on the SF-52 or other document which the employee signs and submits as the resignation. If there are any known additional or modified reasons for the resignation, the operating office should prepare a separate statement covering these reasons and submit it to the Civilian Personnel Division with the SF-52. If the reasons furnished by the operating office become the agency's finding of fact on why the employee resigned (determined by the Civilian Personnel Director), the information is entered under remarks on the SF-50 covering the resignation. If the finding of fact contradicts or relates to the validity of an employee's work connected reasons, a statement on whether the separating employee was informed of the opportunity to file a grievance under the appropriate grievance procedure will also be entered under remarks on the SF-50. The separate statement of reasons furnished by the operating office will not be filed in the employee's Official Personnel Folder unless it becomes the agency's finding of fact.

b. Leave Requests. Career or career-conditional employees may apply for annual leave and/or leave without pay, combined leave not to exceed 90 days, to seek continued Federal employment. Such employees shall submit a resignation to be effective at the end of the leave period. The SF-52 or letter containing the resignation shall include the request for leave. Employees resigning due to pregnancy and who submit a statement by a physician may use accrued sick leave prior to separation. Except in those cases where there are specific provisions for granting leave or leave without pay, the last day of work is the effective date of resignation.

c. Resignations will be forwarded to the Civilian Personnel Division promptly when received, and the employee will complete the check-out on the last day of work.

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